



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	10/16/2013	Interviewer:	Sue Guenter-Schlesinger	RFA #13 – 42
Person(s) Requesting Assistance: [REDACTED]				
Contact Numbers (telephone, e-mail, etc.): [REDACTED]				
Status of Person(s) Interviewed (title, position, student status, etc.): WWU Employee				
Requested Assistance Pertaining To (name, position, policy, project, etc.) Employment, job classification				
[REDACTED]				

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

- | | | | | |
|--------------------------------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
10/16/13	Sue intake with [REDACTED] [REDACTED]	<p>Sue met with [REDACTED] is a [REDACTED] earning \$63,000, and thinks she should have been classified as a ME 4 before that became a supervisory position in 2008. That would have paid her \$67,000, making her equal with peer colleagues at WWU. [REDACTED] is not sure if this has to do with gender or race. She feels others are given larger projects. [REDACTED] feels that if she was from a different culture she probably would not have this problem because she wouldn't be hesitant to make waves.</p> <p>[REDACTED] reported that since she was hired in 2000, the rules have changed. Her salary decreased since she was hired. In 2006 HR administered a salary survey, but it did not include [REDACTED] and [REDACTED] so [REDACTED] wasn't included. Her colleagues went from classification as a 62 to a 67.</p> <p>[REDACTED] supervisor is supportive, as is [REDACTED]. [REDACTED] has a history of managing projects, it was in her job description, and since 2008 she's had a salary that doesn't recognize she's managing projects. She wants to be compensated at the top step, or wants her compensation at level K to be</p>

		retroactive to 2008.
10/18/13	[REDACTED] calls EOO	[REDACTED] wants to talk with Sue after her meeting with HR. Sue will try to reach [REDACTED] this afternoon.
10/2013	SGS t/c w/HR and w/[REDACTED]	HR explained that [REDACTED] classification and work is different than [REDACTED] and that her salary is at the correct level. This info was relayed to [REDACTED], who did not wish to pursue the issue further.